

To: Chin, Arlene[Chin.Arlene@epa.gov]
Cc: testa@nynjbaykeeper.org[testa@nynjbaykeeper.org]; Kluesner, Dave[kluesner.dave@epa.gov]; Ayala, Wanda[Ayala.Wanda@epa.gov]
From: Debbie Mans
Sent: Wed 1/15/2014 3:28:52 PM
Subject: Re: Notice of EPA Award – Grant No. 1 96285914 Raritan Baykeeper TAG for Passaic River Superfund Site

Thank you to everyone who helped us with this TAG. I cannot tell you how much I appreciate your time on this. We are at such a critical time with the cleanup and this will be so valuable.
Thanks, Debbie

Debbie Mans, Executive Director & Baykeeper
NY/NJ Baykeeper
732-888-9870 x2
debbie@nynjbaykeeper.org

On Wed, Jan 15, 2014 at 8:25 AM, Chin, Arlene <Chin.Arlene@epa.gov> wrote:

Dear Ms. Mans:

Attached is your notice of Award and cover letter. Please note that EPA has eliminated the requirement for recipients to submit a signed Affirmation of Award for assistance agreements. An assistance agreement recipient demonstrates its commitment to carry out the award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or, 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. Please see the “Notice of Award” section of the agreement for more information. Due to this change, you are not required to sign and return a copy of the attached agreement. However, if you wish to file a notice of disagreement with the award terms and conditions, you have the option of either emailing your notice to Region2_GrantApplicationBox@epa.gov or mailing it to:

Roch Baamonde, Chief

Grants & Audit Management Branch

U.S. EPA Region 2

290 Broadway, 27th Floor

New York, NY 10007

As a reminder EPA Region 2’s dedicated email in-box may also be used for receiving original pdf

copies of grant forms and documents. The email in-box address is Region2_GrantApplicationBox@epa.gov and we will accept signed pdf copies (documents submitted in other file formats will not be accepted) of the following documents through this box:

- Financial assistance applications for grants and cooperative agreements that are not otherwise required to be submitted through Grants.gov, including all required forms, assurances and certifications. Only scanned pdf documents with signatures will be accepted as valid applications.
- Requests for award amendments, including requests to rebudget funds and to extend the budget and/or project periods of the award;
- Indirect Cost Rate agreements and proposals;
- Courtesy copies of Federal Financial Reports (FFRs; Standard Form 425s) that you submit to the EPA Las Vegas Finance Center (LVFC-grants@epa.gov);
- EPA Form 5700-52A, “MBE/WBE Utilization Under Federal Grants, Cooperative Agreements and Interagency Agreements.” Only scanned pdf documents with signatures prepared on the current form will be accepted as valid reports. Documents submitted in other file formats or on expired forms will not be accepted as valid reports. A blank copy of the current Form 5700-52A can be downloaded from the EPA website, http://www.epa.gov/osbp/dbe_reporting.htm
- Updates to recipient information, including email addresses, changes in contact information or changes in authorized representatives.

Please be aware when sending documents, 15 Megabytes is the size limit for our email system. Emails greater than 15 Megabytes will not be received

Also, your attention is directed to EPA Region 2’s non-profit recipient guidance at the following URL:

<http://www.epa.gov/region02/grants/nonprofit.html>

We strongly encourage you to carefully review this guidance. It is intended to help your organization to ensure that it remains in compliance with the Code of Federal Regulations (CFR), Office of Management (OMB) cost principles, and the terms and conditions of your assistance agreement. The guidance also includes information to assist you in developing an acceptable recordkeeping and timekeeping system to accurately capture personnel costs that will be charged to your assistance agreement.

Lastly, please be aware that EPA has developed a policy to encourage green practices in assistance agreements, which can be found at the following URL:

http://www.epa.gov/region2/climate/pdf/greeningassistance_agreements.pdf

We encourage you to familiarize yourself with the policy and the green practices it covers. If you have any questions about the policy, please contact the EPA Project Officer identified on your attached notice of Award/Amendment document.

Thanks!

Arlene Chin

Grants Management Specialist

Grants and Audit Management Branch

U.S. EPA - Region 2

Phone: 212.637.3408

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Email: Chin.Arlene@epa.gov